



ANNUAL REPORT
2015-16

2015–16 BOARD OF DIRECTORS

The MSBO Board of Directors consists of nine voting members plus an Associate Member Representative and MSBO's Executive Director. The Board meets regularly throughout the school year and oversees the Michigan School Business Officials.

OFFICERS



PRESIDENT
Cheryl S. Wald, CPA, CFO
Chief Financial Officer
Mason Public Schools



PRESIDENT-ELECT
Tamera L. Powers, CFO
Director of Finance & ESSA Human Resources
Kenowa Hills Public Schools



IMMEDIATE PAST PRESIDENT
Daniel B. Romzek, CPA, CFO
Director of Business Services for Hazel Park Schools
Oakland Schools Field Services



EXECUTIVE DIRECTOR
David Martell, CPA, CFO
Executive Director
MSBO

DIRECTORS



Tom Armstrong, CFO
Director of Business Operations
Wexford-Missaukee ISD



Diane M. Block, CFO, Ed.S.
Assistant Superintendent
Alpena Public Schools



Kent Cartwright, CPA, CFO
Chief Financial Officer
Petoskey Public Schools



Bill Chatfield, CFD
Operations Director
Walled Lake Consolidated Schools



Steve Ezikian
Deputy Superintendent
Wayne RESA



Mike Hagerty, CFO
Assistant Superintendent
Administrative Services
Kent ISD



ASSOCIATE MEMBER REPRESENTATIVE
Lisa Truscott
Chief Administrative Officer
SET SEG

MEMBERSHIP & MEMBER INVOLVEMENT

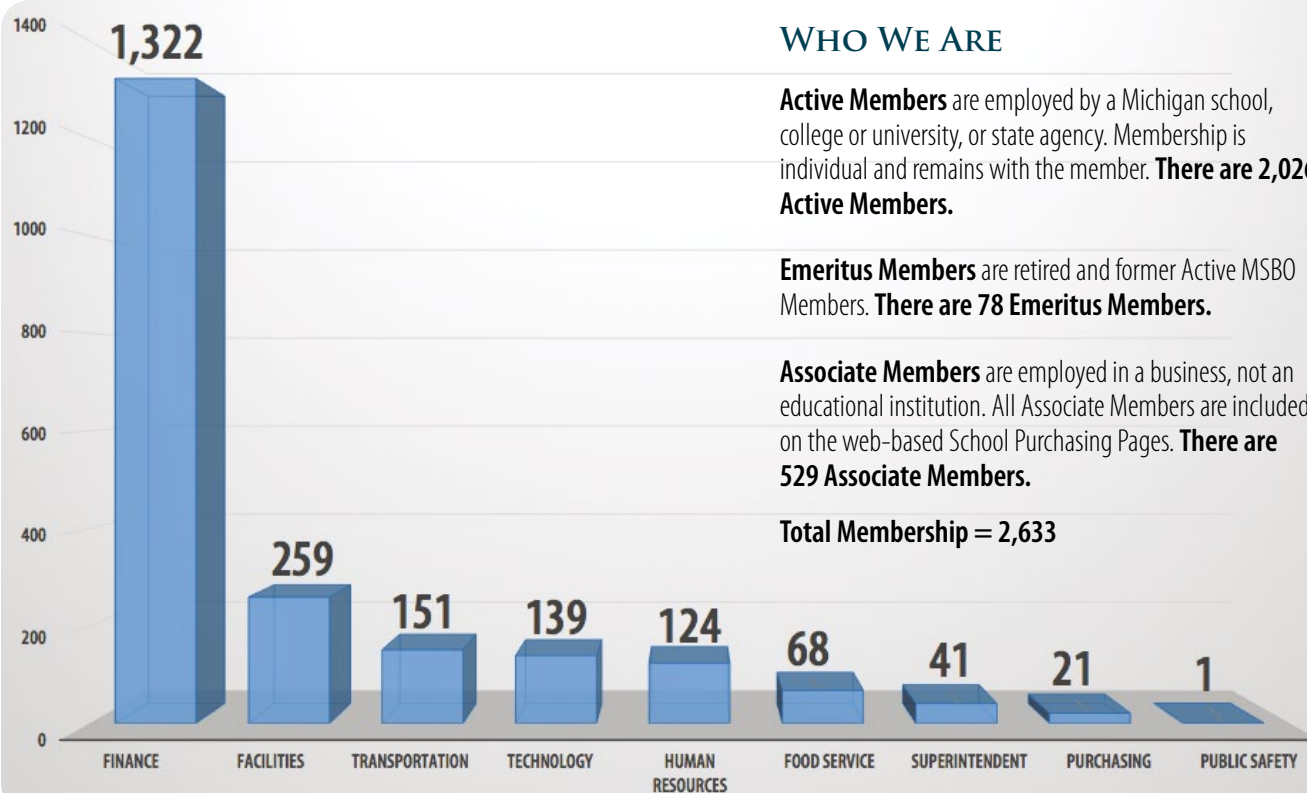
2015–16 REGIONAL PRESIDENTS

Allegan County Melissa Gelbaugh, CFO Plainwell Community Schools	Grand Valley Robert T. Berlin, CFO Hastings School District	Mid-West Michigan John Gilchrist Greenville Public Schools	Saginaw Valley Sarah Glann Meridian Public Schools	Upper Peninsula Laura Knauf Bark River-Harris Schools
Berrien/Cass/Van Buren Scott Knoll Bridgman Public School District	Macomb/St. Clair County Danielle Jacobs, CFO Chippewa Valley Schools	Northern Michigan Lisa M. Krosnicki, CFO Charlevoix-Emmet ISD	South Central Julie Waterbury, CPA, CFO Homer Community Schools	Washtenaw/Livingston Teresa A. Zigman, CFO Chelsea School District
Central Michigan Nancy Rasinske, CFO Grand Ledge Public Schools	Middle Michigan Kevin Kolb, CFO Gratiot-Isabella RESD	Northwest Michigan Kristina A. Mauntler, CFO Manistee ISD	Southwestern Christi M. Atwood Wayland Union Schools	Wayne County Thomas S. Wall, CPA, CFO Dearborn Public Schools
Genesee Area Michael Engelter, CPA Linden Community Schools	Monroe/Lenawee Joshua P. Dyer, CPA, CFO Ida Public Schools	Oakland County Christina M. Kostiuk, CPA, CFO Bloomfield Hills Schools	Thumb Region Jeanne Day, CFO Tuscola ISD	Western Area James M. English, CFO West Ottawa Public Schools

2015–16 PROGRAM & RESEARCH/ADMINISTRATIVE COMMITTEE CHAIRS

Facilities Management Neil G. Greene, CFD Wayne RESA	Professional Development Neil R. Cassabon, CFO Warren Woods Public Schools	Transportation Lisa Keyes, CTD Utica Community Schools	Financial Review Robert Spagnuolo, CPA, BOM DeWitt Public Schools
Food & Nutrition Services Brenda J. Jansen Kelloggsville Public Schools	School Finance Services Janet L. Swanson, CFO Carrollton Public Schools	Bylaws and Resolutions Marc R. Faber, CFO Byron Center Public Schools	Membership Steven Lenar, CFO Holly Area Schools
Intermediate School District Ronald A. Simon, CPA Montcalm Area ISD	Technology Fred Sharpsteen, STM Unionville-Sebewaing Area Schools	Elections Nick Griswold, CFO South Redford School District	Nominations Daniel B. Romzek, CPA, CFO Oakland Schools

ACTIVE MEMBERS



WHO WE ARE

Active Members are employed by a Michigan school, college or university, or state agency. Membership is individual and remains with the member. **There are 2,026 Active Members.**

Emeritus Members are retired and former Active MSBO Members. **There are 78 Emeritus Members.**

Associate Members are employed in a business, not an educational institution. All Associate Members are included on the web-based School Purchasing Pages. **There are 529 Associate Members.**

Total Membership = 2,633

MSBO AWARD RECIPIENTS

School Business Official of the Year: Stephanie M. Eagen, Utica Community Schools

Distinguished Service Award: Anthony A. Suszek, Alpena-Montmorency-Alcona ESD

Friend of Education: Becky Rocho (Posthumously), Calhoun ISD

Meridian Award of Excellence:

Lake Orion Transportation Department, Lake Orion Community Schools

Pam King, Lake Orion Community Schools

Geno Montayne, Wayne-Westland Community Schools

Eastern Upper Peninsula Business Services Consortium

President's Award: Bruce J. Dunn, Maner Costerisan and Eric V. Formberg, Plante Moran

Stebbins Scholarship: Corinne Toth, Newaygo County RESA

MSBO HAS CREATED AWARDS TO HELP SCHOOL DISTRICTS CELEBRATE SUCCESSES AND TO RECOGNIZE THE EXTRAORDINARY CONTRIBUTIONS OF INDIVIDUALS TO THEIR SCHOOL DISTRICT AND MSBO

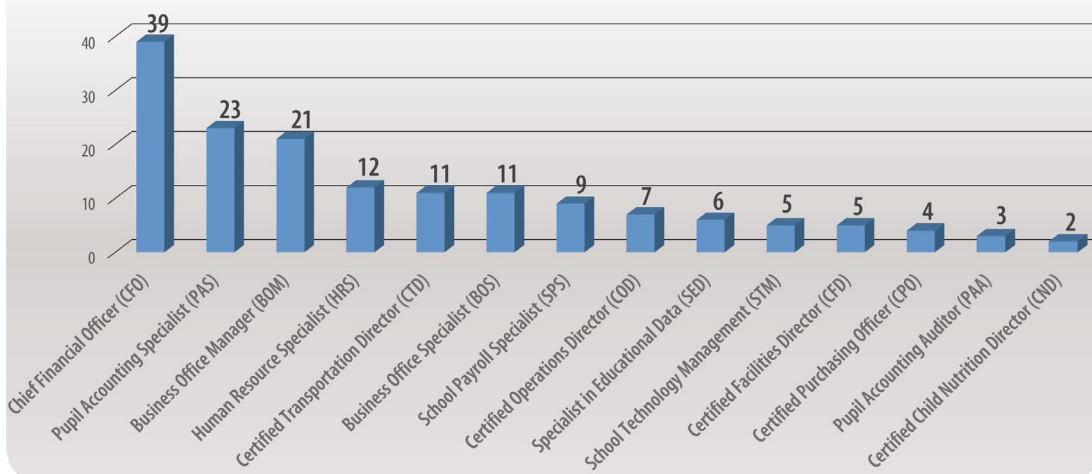
MSBO VOLUNTARY CERTIFICATION

MSBO certification is a voluntary system providing focused training to school business officials offering practical information that will help school business officials succeed and excel in their employment.

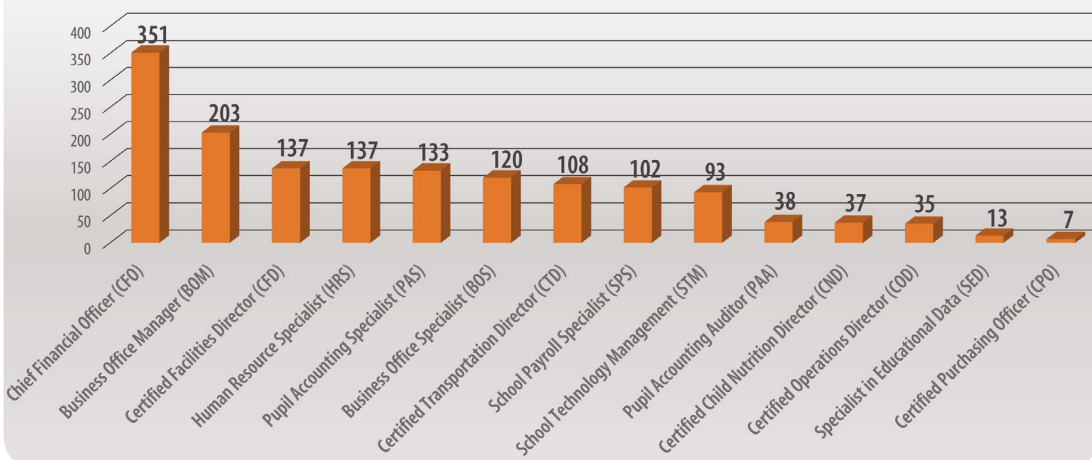
The program is endorsed by both the Michigan Association of School Boards (MASB) as well as the Michigan Association of School Administrators (MASA). MSBO offers 14 separate certification tracks.

Since 1998, more than 1,800 members have earned a MSBO Voluntary Certification Award.

AWARDED 2015-16 = 158



TOTAL CURRENTLY CERTIFIED = 1,514



ALLIANCE BUILDING/ADVOCACY



One of MSBO's roles is to advocate for membership and serve in an expert capacity, whether it be providing testimony at a Senate or House legislative committee, or working with a state stakeholders group that is addressing education and school administration policy.

MSBO staff represented MSBO members and the school community at a number of state agencies, department stakeholders groups and various other organizations, providing expert input on numerous issues to address the needs of MSBO members and K-12 education as a whole.

SOME OF THESE INCLUDED:

- ASBO International
- Michigan Department of Education (MDE) Referent Groups
- Michigan Department of Treasury
- Michigan Institute for Educational Management (MIEM)
- Michigan Liquid Asset Fund Plus (MILAF+)
- Michigan Purchasing Card Consortium (MPCC)
- Michigan Public School Employees Retirement System (MPERS) Payroll Advisory Group
- Michigan Schools Energy Cooperative (MISEC)
- School Food Service Training Task Force
- SET SEG Property Casualty Pool

LEGISLATIVE ADVOCACY

MSBO has represented members by providing data resources and expert testimony at a number of Michigan Senate and Michigan House of Representatives committee meetings over the years addressing the need for school districts to maintain a healthy fund balance, transparency reporting, development of early warning indicator system, as well as a number of other issues affecting schools in Michigan.

MSBO's long standing policy in legislative issues remains to be the role of providing facts, data, and testimony when requested by other groups or the legislature.

EDUCATION ALLIANCE

MSBO participates with other education associations dedicated to the exchange of ideas. The Education Alliance takes a leadership role in developing education policy recommendations to improve Michigan education.

SCHOOL NUTRITION ASSOCIATION OF MICHIGAN (SNAM)

MSBO and SNAM continue a successful management partnership that started in early 2013. MSBO provides administrative services, leadership assistance and office space to SNAM. MSBO and SNAM have been closely affiliated for many years serving similar memberships and both organizations feel that this partnership will further enhance the relationship, benefiting both MSBO and SNAM members. Both organizations share a mission of promoting efficient and effective performance in school operations.

PROGRAM HIGHLIGHTS

78th Annual Conference & Exhibit Show • April 26 – 28, 2016



Michigan's new State Superintendent Brian Whiston kicked off the Opening General Session talking about his goal to make Michigan a top 10 education state in 10 years.



Co-founder and CEO of Ann Arbor's Zingerman's Community of Business Ari Weinzweig's keynote presentation addressed *Turning On the Energy of Everyone in Your Organization!*

1,318

Participants (9 out of state)

190

Topics

150

Breakout Sessions

6

Pre-Conferences

- Finance
- Facilities
- Food & Nutritional Services
- Human Resources
- Technology
- Transportation

328

Exhibit Booths

Business Manager/CPA Workshop:

Provides timely information for practicing CPAs and business managers in preparing for successful year-end and financial statement preparation.

379

Participants

MDE/MSBO Workshop: Highlights the latest from the Michigan Department of Education on state aid and other hot topics, as well as, provides members the opportunity to meet with MDE staff.

345

Participants

Financial Strategies Conference: This conference focuses on providing members the latest information on the economy, budget, state aid, legislation and other hot topics just in time for budgeting and negotiations.

280

Participants

Annual Facilities/Operations Director Conference & Expo: This conference is the best place to access high-level information on school facilities. School facilities represent a tremendous resource and responsibility for districts and require the knowledge and understanding of a myriad of issues.

250

Participants

Introduction to School Business:

Designed for new business officials (within the first few years of employment), office staff, and those who want a basic information refresher. Attendees get an understanding of the major functions of school business officials.

132

Participants

Group Solutions-Current Issues: Provides hands-on business office self-assessment, discussion and real-world problem solving. Attendees get straight talk and advice from other professionals facing the same issues.

111

Participants

AHERA Training: These courses are a refresher designed for certification and licensing of asbestos abatement project designers through an Environmental Protection Agency (EPA) approved training program.

43

Participants

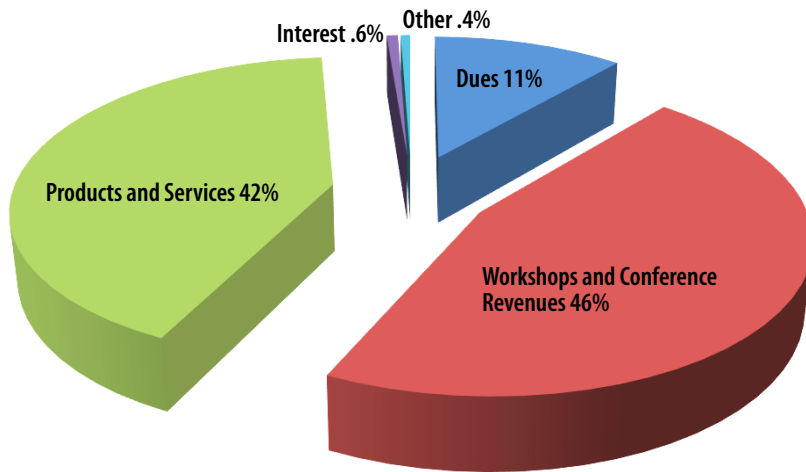
MSBO Leadership Institute: The MSBO Leadership Institute is designed to help members reach that next level in their professional life. It includes face-to-face group sessions focusing on specific leadership themes, individual personal coaching sessions, and small group project sessions.

30

Participants

FINANCIAL REVIEW

REVENUES BY CATEGORY



Dues	\$315,851
Workshops and Conference Revenues	1,275,935
Products and Services.....	1,161,225
Interest.....	18,945
Other.....	15,821
Total	\$2,787,777

BALANCE SHEET

Assets:

Current Assets	\$3,620,709
Furniture and Equip	49,899
Investment in MEIM	55,019
Investment in MELG	732,652

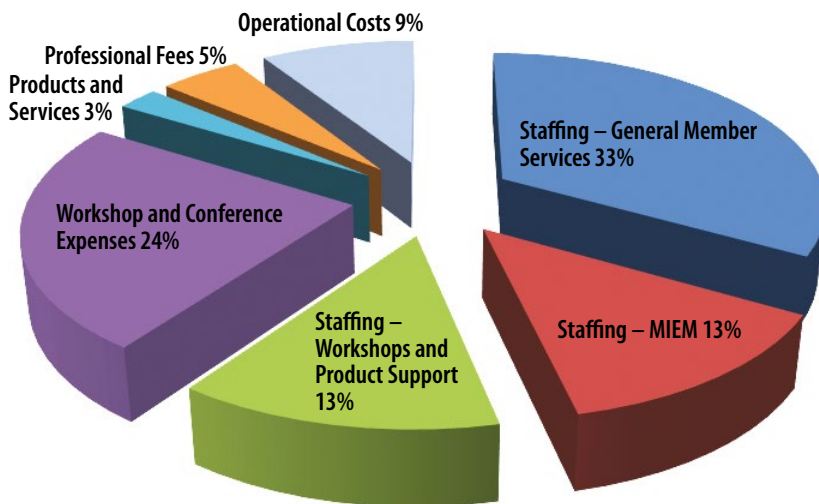
Total Assets **\$4,458,279**

Liabilities and Net Assets:

Current Liabilities.....	\$307,681
Net Assets:	
Designated	1,387,219
Other	2,763,379

Total Liability and Net Assets **\$4,458,279**

EXPENSES BY CATEGORY



Staffing - General Member Services	\$782,622
Staffing - MIEM	311,930
Staffing - Workshops and Product Support	313,800
Workshop and Conference Expenses	561,477
Products and Services.....	57,551
Professional Fees.....	112,012
Operational Costs	213,501
Total	\$2,352,893

The Financial Review Committee met on September 8, 2016. The Committee is comprised of:

- Robert Spagnuolo, DeWitt Public Schools (Chair)
- Paul Bodiya, Macomb ISD
- Brian Marcel, Washtenaw ISD

Also in attendance were MSBO President-Elect Steve Ezikian, MSBO Executive Director David Martell, MSBO Accountant Patty Lenneman, Kevin Rogner and Paul Bryant from Plante Moran.

The annual MSBO audit was conducted by Plante Moran and MSBO received a clean audit opinion. The Financial Review Committee voted to approve the report and recommended the full Board accept the audit report. The MSBO Board accepted the audit.

BUSINESS SOLUTIONS

ASBO — THE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL



ASBO is MSBO's national/international organization. It provides programs and services to promote the highest standards of school business management practices, professional growth, and the effective use of educational resources. Founded in 1910, ASBO International has nearly 4,500 school business management professionals as members.

BIDSYNC



This secure, automated, web-based bidding system allows schools to manage all competitive and other procurement processes online. BidSync represents a major opportunity for schools to save time and money.

CERTIFICATION PROGRAM



The MSBO Certification Program is a voluntary program designed by our own Professional Development Committee in conjunction with others in the educational community. It is endorsed by both MASB (Michigan Association of School Boards) as well as MASA (Michigan Association of School Administrators). MSBO offers 14 separate tracks and provides essential information to school business professionals at the beginning of their careers and assures continuing professional development throughout.

DYNAMIC BUDGET PROJECTIONS SOFTWARE



This easy to use, simple to understand software is offered to school districts to use for financial forecasting. It provides multi-year budget projections in an Excel template. More than 500 districts and ISDs have purchased this software. It makes communicating financial information easier for school districts.

MICHIGAN LIQUID ASSET FUND PLUS (MILAF+)



In 1987, MSBO, MASA, and MASB collaborated to form the Michigan Liquid Asset Fund Plus program. Districts that utilize the many banking-related services such as check writing, investment of bond proceeds, online Internet services and fixed term investing also take advantage of the Fund's AAAM rating, security, and liquidity. Currently 372 school districts and other public entities participate in this program.

BUSINESS SOLUTIONS

MICHIGAN SCHOOLS ENERGY COOPERATIVE (MISEC)



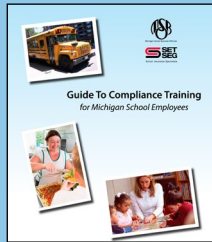
Michigan Schools Energy Cooperative (MISEC) was established in 1997 by MSBO, MASA, MAISA, MCEA, and MASB as a joint venture to allow schools to take full advantage of cost-saving opportunities provided by energy deregulation.

MSBO BUS PURCHASE PROGRAM



The bus purchase program saves districts time and money by providing a competitively bid quality base bus with over 300 options to choose from. All the bidding has been done for MSBO members. The program is provided through an online platform making access and use very convenient.

MSBO/SET SEG GUIDE TO COMPLIANCE TRAINING



This guide is designed to help schools identify education and training that are required for Michigan schools. In an effort to make this guide as user friendly as possible, training is broken out by subject and by employee group. Every required training listed in the guide also includes the governing reference, the training schedule and the instructional courses available to help schools meet compliance obligations.

PAYSCHOOLS



PaySchools is a partner with MSBO, MASA and MASB and is an online payment processing system that provides schools with an easy and efficient method to collect fees and receive electronic payments for school lunches, field trips, prom tickets, and any other school-related fees. PaySchools makes it possible for all schools to offer parents the convenience of online purchasing without incurring large administration or setup costs.

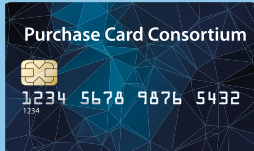
PUBLICSURPLUS.COM



Michigan school districts have used PublicSurplus.com successfully for over a decade selling surplus and used items. It allows members to reach a national, even international, audience for buses, equipment and anything else school districts may wish to sell.

BUSINESS SOLUTIONS

MICHIGAN PURCHASING CARD CONSORTIUM



The Consortium is a partner with MSBO, MASA and MASB and is similar to a credit card program, but better — allows school districts greater control of their expenses, saves time and money and allows all districts to participate with the same, low fee structure. The 10th year was another great success for the program with districts earning approximately \$820,111 in rebates for the calendar year 2015.

SAFESCHOOLS



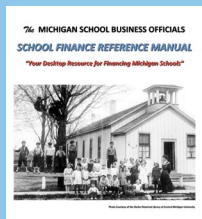
SafeSchools is a partner with MSBO, MASA and MASB and is an online safety training and tracking system designed specifically for school employees. Save training dollars and increase the opportunities for your staff to receive quality, timely training through SafeSchools.com. With more than 180 online programs, SafeSchools offers a tremendous value to districts.

SCHOOLDUDE.COM, INC.



SchoolDude is the nation's number one provider of on-demand operations management solutions designed exclusively for the unique needs of schools, colleges, and universities. Their integrated suite of solutions for technology, business, and facility operations is revolutionizing the way educational professionals manage their organizations. SchoolDude's tools are easy to use and affordable; helping schools save money, increase efficiency, and improve services. MSBO's relationship provides significant discounts for Michigan school districts.

SCHOOL FINANCE REFERENCE MANUAL



This easy to use reference manual is a collection of school finance materials intended for individuals at all levels, from new business managers, community members, building principals, and staff members, to board of education members, superintendents, legislators, more seasoned business managers or anyone wanting to gain a better understanding on school finance issues.

U.S. COMMUNITIES



U.S. Communities is a partner with MSBO, MASA and MASB and provides a national purchasing co-operative for local and state government agencies, school districts (K-12), higher education and non-profits nationwide by pooling the purchasing power of over 87,000 public agencies.



MICHIGAN SCHOOL BUSINESS OFFICIALS

MSBO Mission:

The Mission of MSBO is to continually improve the leadership of and management in school business and operational services, while enhancing the professional, social, and economic well-being of its members.

MSBO Core Values:

- **The Value of Education.** We believe in the value of education. We will do all we can to support and enhance the delivery of education to Michigan's children.
- **Dedication to Leadership and Learning.** We believe each of us should be a leader and that effective leadership and management require a defined set of knowledge and skills as well as common sense. We will attend workshops and conferences and engage in other professional development activities that help us maintain and advance our knowledge. We will assist others in learning and ask questions of our colleagues when we need advice or information. We will approach all situations expecting to learn something.
- **The Power of Synergy.** We believe in approaching problems expecting to make a personal contribution to the solution and with the recognition that the best solutions are normally the result of working with others.
- **Commitment to Ethics.** We believe in operating our personal and professional lives in an ethical way that will reflect favorably on our schools and our profession. We believe we have a responsibility to act as stewards of our schools and to contribute to our communities and colleagues.

Based on these values, we believe in doing things right and in doing the right things.

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